14

Organization Change Submissions- Minor

Revision Sheet

Revision No.	Date	Revision Description

14.0 Organization Change- Minor Introduction

? *Note: The System identifies whether a submission is a major or minor organization change.*

Minor Organization Change Submissions will allow an entity to make minor changes to its organization structure. These submissions will not require HUD review.

- The organization must have completed a Baseline Submission and must be an "active" organization (i.e., have not been bought out by another organization).

- Users can change only the following information for principals in the applicant organization:

    - Starting date in the organization

    - Role in the organization (except for changes to Limited Partner, General Partner or Managing General Partner)

    - Ownership percent (other than changing a partner's ownership to more than 25% or a non-partner's ownership to more than 10%).

- Users can remove principals from the applicant tier. When removing a principal, the User must specify their ending date in the applicant organization. The ending date must be greater than or equal to the principal's beginning date in the applicant organization. After removing principals, an organization must have at least one principal left who is an individual.

? *Note: Use this submission to edit or remove principals, change a principal's role, or starting date in an organization.*

? *Note: A principal's role within an organization can be changed to anything other than Limited Partner, General Partner, or Managing General Partner.*

? *Note: A General Partner, Managing General Partner, or Limited Partner may change their percentage of ownership to less than 25%. All other roles may change their percentage of ownership to less than 10%.*

14.1 Editing a Principal

1. Follow the process for an Organization Change Major submission. (Refer to Chapter 11)

2. **The 2530 Submission Edit Organization Structure** screen will display, select the principal to be edited.

Figure 14-1: 2530 Submission Edit Organization Structure Screen

3. Click [Edit Principal] . The Edit Principal within an Organization screen displays.

Figure 14-2: Edit Principal within Organization Screen

4. Make the necessary edits to the principal.

5. Click [Save] . The screen refreshes with the message, "Save was successful."

6. Click [Parent Organization Structure]. The Organization Structure screen displays.

7. Repeat the process if necessary.

8. Click on [Next Step]. The 2530 Submission Edit Contact Information screen will display

Figure 14-3: 2530 Submission Edit Contact Information screen

9. Edit necessary Contact Information and click on [Next Step]. The 2530 Submission Edit Applicant Comments screen will display

Figure 14-4: 2530 Submission Edit Applicant Comments screen

10. Enter necessary comments

14.2 Removing a Principal

1. To remove a Principal, on the 2530 Submission, Edit Organization Structure screen, select the principal to be removed.

Figure 14-5: Organization Structure Screen

2. Click Remove Principal . The Remove Principal from Organization screen displays.

Figure 14-6: Remove Principal from Organization Screen

5. Enter the Ending Date in the Entity.

6. Click ⬚ Remove Principal ⬚ . The Organization Structure screen displays with the message, "Principal has been removed successfully."

7. The Organization Structure screen displays the new structure.

14.3 Sending a Submission to HUD

Click Next Step till you reach the 2530 Submission Send to HUD screen.

Refer to Chapter 7, Editing Sending, Canceling, Withdrawing Submissions, Section 7.2, Sending a Submission to HUD

✍ *Once sent to HUD the status will change from "In Process" to "PPSD Review."*

✍ *Note: Make sure at least one individual is in the company before sending it to HUD.*

✍ *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

14.4 Printing the Signature List and Previous Participation Certification

Refer to Chapter 17, Printing Submissions

14.5 Querying the Submission

Refer to Chapter 18, Submission Queries